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| Classification | STAFF SERVICES ANALYST (Retired Annuitant) |
| Hourly Salary | \$15.72 - \$24.81 |
| Tenure / Time Base | Temporary / Part time |
| Final Filing Date | Until filled |
| Location | Office of Systems Integration (OSI) Unemployment Insurance (UIMOD) Project 800 Capitol Mall Sacramento, CA 95814 |
| Duties/ Responsibilities | Under the supervision of the UIMOD Project Director the Staff Services Analyst will perform a variety of analytical assignments using Microsoft Office Tools (Microsoft Word, Excel, Outlook, and PowerPoint), Visio, and other project tools [iManage and Management Tracking System II (MTS II)] to generate confidential and highly sensitive procurement-related documents and correspondence. Other duties include: perform as-needed procurement-related analysis, research, and data collection; work on special projects at the request of the UIMOD project staff and/or the Director; create PowerPoint presentations; create organizational charts; and assist with administrative assignments exhibiting exemplary customer service to UIMOD, the EDD and the Office of Systems Integration internal and external customers, stakeholders, and consultants. |
| Desirable Qualifications | <ul style="list-style-type: none">● Understand the importance of good customer service and the necessity of effective communication to meet business needs.● Knowledge of standard office procedures.● Knowledge and use of other Microsoft (MS) Office 2003 (i.e., Excel, PowerPoint, and Outlook).● Knowledge of MS Outlook to schedule meetings and process e-mails.● Ability to multitask, and work independently and in a team environment. |

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| Desirable Qualifications (continued) | <ul style="list-style-type: none"> ● Strong editing skills. ● Knowledge and use of the most advanced features of Microsoft (MS) Word 2003. ● Ability to work on multiple assignments concurrently, moving each to timely and quality-focused completion. ● Ability to follow oral and written instructions to complete assignments accurately and timely. ● Effectively interact with management, staff, and internal and external customers. ● Be dependable and responsible. |
| Who May Apply | <p><u>Please indicate your eligibility in Box 12 of your application.</u></p> <ul style="list-style-type: none"> ● State retirees who are eligible to be appointed to the Staff Services Analyst classification. |
| Condition of Employment | <p>This is a <u>Retired Annuitant</u> position. Only employees retired from the State of California should apply.</p> |
| Submit a State of California Application, Std. 678 to | <p>Office of Systems Integration Unemployment Insurance (UIMOD) Project Attention: Jan Robinson P.O. Box 138014 Sacramento, CA 95813-8014</p> <p>Please reference RPA #06-095 on the front page of your application.</p> |
| Contact Information | <p>Jan Robinson: 916-654-8590 TDD User: 1-800-735-2929</p> |

Position #: 791-771-5157-901

RPA #06-095

Posted date: 09/21/2006

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